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*Check Out the NEW KDE
KEES Eligibility Report in
Infinite Campus.*

TRANSPORTATION CODE CLEANUP

The following Transportation code (T-Code) Ad Hoc Reports should be run before the Superintendent's Annual Attendance Report (SAAR) is submitted to KDE.

- ♦ **Audit IEP and T5 Data**
- ♦ **Audit Overlapping T-Codes**
- ♦ **Audit Missing T-Codes**

The guidelines for these Ad Hoc reports can be found in the *Attendance Audit Ad Hoc Reports Reference Guide* on KDE's website [here](#).



TIPS FOR END-OF-YEAR CAMPUS ACTIVITIES

As districts close out the current year in Infinite Campus, there are several tools available to make the transition a smooth one. The following tips will help system administrators end the year successfully.

ENROLLMENT ROLL FORWARD

- ♦ The "Enrollment Roll Forward" tool will roll forward any students who are currently enrolled into the school they will attend next year.
- ♦ If students were rolled forward prior to the end of school to build schedules, the 2012-13 enrollments should be updated by running the "Enrollment Roll Forward" tool again to roll forward any students who enrolled since the previous roll forward.
- ♦ The "Enrollment Cleanup Wizard" will remove 2012-13 enrollments for any students who withdrew prior to the end of school.

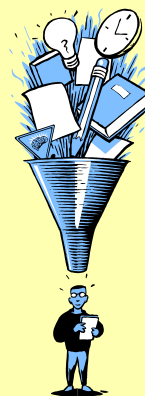
END-DATE STUDENTS

- ♦ Any student who was active on the last day of school should be end-dated after all grades have been posted and enrollments are rolled forward.
- ♦ If you have reports that are run locally, and which pull only active students, the reports should be generated and saved before end-dating the students.
- ♦ Most state reports are not impacted by end-dating student enrollments; however, the Student Health Immunization and Student Health Screenings reports will exclude any student whose enrollment has been end-dated. The two health reports should be generated before end-dating enrollments. All other state reports **will** generate if students are end-dated.

ACTIVE YEAR - controls the data that are visible on the parent portal and the enrollment that is highlighted on the enrollment screen.

- ♦ Change the active year as soon as there is a need for users to have access to the 2012-13 schedules and data.
- ♦ Changing the active year also will affect what parents see on the portal. You may want to limit access to the portal until schedules are completed. To limit access to the parent portal, follow this path — System Administration | Portal | Preferences — and uncheck anything that should not display over the summer.

SCOPE YEAR - controls the data that will sync to state edition.



- ♦ **The Kentucky Beginning-of-Year training session will be posted on Infinite Campus University in mid-July. Please look for details in next month's KSIS & More.**
- ♦ **2012-13 Data Standards are being worked on now — if you have recommendations you'd like considered, please submit these to kdedatarequest@education.ky.gov.**

CIITS NEWS YOU CAN USE

■ CIITS Release 4 went live earlier this month. The release includes a refresh of materials, support for Promethean clickers and Discovery Assessments (PAS, ThinkLink) data.

■ You can access CIITS directly from Infinite Campus by adding a hyperlink. This allows users easy access to move between both products. Please follow this [link](#) to the Campus Community Knowledge Base to view detailed instructions on adding a hyperlink from your Infinite Campus page to CIITS or see “How to Link” directions below.



How to Create an Outline Link in Infinite Campus:

The Outline Links tool allows shortcut links to be added within the Campus Index. These links can be used to allow staff access to commonly used websites such as the district website or help desk, state Department of Education, reporting interfaces, CIITS and more.

Follow these steps:

1. Open Outline Links tool.

Path: System Administration | Custom | Outline Links

2. Select the ‘New Tool’ icon from the action bar. The Campus Tool editor will display.

3. Enter information in the required Name, Parent Tool, Code and Image fields. NOTE: Enter the information in the non-required fields as necessary.

4. **Name:** name of the link to be displayed in the Index (up to 50 characters).

5. **Parent Tool:** the area within Index where the link should be inserted.

6. **Code:** the alias/tooltip to appear when the user hovers the mouse over the link.

7. **Image:** the type of icon to display in the Index to represent the link tool.

8. **Seq:** this field is for specifying the location of the Outline Link within the Index, as related to the tool selected from the Parent Tool dropdown list.

9. **URL:** the URL of the link’s website.

10. **Target:** indicates whether or not the link should open in a new window. To open the link in a new window, type “new.” Or, to open the link in the same window, leave the field blank.

11. **Pass User Session:** this field makes auto-authentication for the other sites, particularly dedicated to custom reporting.

- None: this option is for inserting regular links when no Campus user sessions are passed to the link. If authentication is required by the site, the user will be required to log in each time he/she visits.
- Send username, calendarID, personID as plain-text params: indicates these elements will be used to authenticate the user into the link’s site.
- Encrypt url-encoded username, password, etc: indicates that the credentials for logging a user into Campus should also be used to auto-log-in the user to the link’s site. The parameters added to the URL include personID, username, calendarID, contextID, contextIDType and timestamp.

12. Click the Save icon to create the link. The new Outline Link will not appear in the Campus Index until the user logs out and back into the Campus application.

TWITTER TOWN HALL WITH COMMISSIONER HOLLIDAY



The Kentucky Department of Education invites teachers, administrators, district staff, parents and other education stakeholders to submit questions for Commissioner Terry Holliday's second Twitter Town Hall **Wednesday, June 20 from 4-5 p.m. ET**. Questions can be tweeted both before June 20 and during the live event from 4-5 p.m. ET. Use the hash tag **#AskDocH** to send questions.

If you don't have a Twitter account and would like to sign up for one, visit www.twitter.com.

The Twitter Town Hall also will be webcast live. If you would like to follow the Twitter Town Hall via live webcast, click [here](#). To listen and/or watch, you must have Windows Media Player installed on your workstation. Once Windows Media Player is installed, simply click on the appropriate link to hear audio-only or view the video with audio.

To install Windows Media Player on your device, please click the appropriate link below:

[Download the Windows version of Windows Media Player.](#)

[Download the Macintosh version of Windows Media Player.](#)

NEW BEHAVIOR MODULE IN CAMPUS



Infinite Campus is releasing its new behavior module in the next release (E.1130). It will be available in staging sites in late July and to all Kentucky districts in early August. This is a significant change to system functionality. Infinite Campus distributed notification and details of the Behavior Release in [Campus Community](#).

Infinite Campus will continue

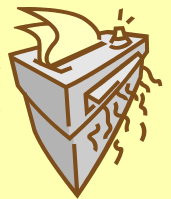
to support Kentucky Safe Schools reporting requirements; however, district-created ad-hocs and reports will need to be modified to run in the new structure.

To minimize impact, the 2011-2012 Safe Schools reporting will be completed prior to the Behavior conversion in Infinite Campus.

We encourage districts to utilize Campus Community and develop district-wide training plans.

DID YOU KNOW?

The Kentucky Department for Libraries and Archives has a State Records Retention Schedule for Kentucky school districts. The document can be found [here](#) and can be used to help with the records management.



COLLEGE AND CAREER READINESS: THE PERSISTENCE TO GRADUATION TOOL (PtGT)

The Persistence to Graduation Tool (PtGT) is an Ad Hoc report in Infinite Campus (IC). The PtGT was created to help schools and districts meet the goals of 2009's Senate Bill 1 and the Commonwealth Commitment to College and Career Readiness.

The PtGT helps schools and districts identify and support those students who may be struggling to stay in school. Student-level data in IC are analyzed to identify a variety of indicators to flag students who need additional curricular and academic supports, social/emotional support and/or other interventions. These indicators include (but are not limited to) absentee rates, behavior data (including suspensions and expulsions), gender, age, credits earned vs. credits attempted and academic data (grades and assessment results). The report provides a list of students based on the weighting of the indicators and the filtering functionality of the tool. The report lists students who are prioritized on the report in a ranked order, with those students with the highest number of indicators at the top of the list. A recent *Kentucky Teacher* article may provide additional information on the PtGT. That article can be accessed [here](#).

The Persistence to Graduation-Evidence Based Strategies Toolkit is another source to help meet the goals and was developed to help schools and districts provide targeted interventions and supports for students who are identified using the PtGT report. This toolkit is available [here](#). The toolkit provides a variety of resources for assisting students and developing programs to meet the needs of struggling students. While the toolkit provides some resources, it is ultimately up to the school and/or district to determine what interventions are appropriate for students given individual learning needs.

For assistance with the PtGT report, or for questions about the PtGT Toolkit, please contact Libby Taylor at (502) 564-4772 or at libby.taylor@education.ky.gov.



Office of Knowledge, Information and Data Services (KIDS) — Division of Enterprise Data

David Couch, Associate Commissioner

DeDe Conner, Director

Alison Martinez, Assistant Director

KSIS Team: Garnetta Barnette - Becky Jenkins - Candy Johnson - Ed Maddox - Lisa McKinney - Leigh Ann Welch